



## **APPLICATION FOR PROJECT FUNDING**

Please submit the following application by **February 21, 2023** for consideration at the next Town Meeting.

The Committee requests that your application be e-mailed to us no later than **February 21, 2023** to:

[monsoncommunitypreservation@gmail.com](mailto:monsoncommunitypreservation@gmail.com).

In addition, please mail seven copies of the proposal to:

Monson Community Preservation Committee  
Monson Town Administration Building  
110 Main Street, Monson, MA 01057

**Note:** A representative from the project will be required to present the project to the Monson Community Preservation Committee during a scheduled meeting. A schedule will be forwarded to the applicant.

If you have any questions as you are completing this application, please send an email to:

[monsoncommunitypreservation@gmail.com](mailto:monsoncommunitypreservation@gmail.com)

**Before submitting your application, the project should be reviewed and approved by the appropriate department:**

**Open Space – Conservation Commission  
Recreation – Parks and Recreation Department  
Historic Preservation – Historical Commission**

Download and read the CPA Plan with guidelines at [www.monson-ma.gov](http://www.monson-ma.gov) under departments and committees, Community Preservation.

Please type answers to all the following questions **on this form and print it out**. Applications will be returned as incomplete if all relevant requested information is not provided, including supporting materials and exhibits, as necessary.

**Sponsoring Organization/Individual:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Alternate Contact Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Manager Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Description/Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Assessors Map/Plat Number** \_\_\_\_\_

**Parcel/Lot Number** \_\_\_\_\_

**Property Registered in Registry of Deeds for:**

**County:** \_\_\_\_\_ **Book** \_\_\_\_\_  
**Page** \_\_\_\_\_

**Attach evidence that the project does not violate any zoning bylaws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.**

**Attach documentation that you have control over the site such as a purchase and sales agreement or deed.**

**CPA Category** (check all that apply):

1. **OPEN SPACE**      Acquisition \_\_\_ Creation \_\_\_ Preservation \_\_\_  
Rehabilitation/ Restoration \_\_\_

2. **HISTORIC**      Acquisition \_\_\_ Preservation \_\_\_  
Rehabilitation/Restoration \_\_\_

3. **COMMUNITY HOUSING**      Creation \_\_\_ Preservation \_\_\_ Support \_\_\_  
Rehabilitation/Restoration \_\_\_

4. **RECREATION**      Acquisition \_\_\_ Creation \_\_\_ Preservation \_\_\_  
Rehabilitation/Restoration \_\_\_

**CPA Funding Requested:** \$ \_\_\_\_\_

**Total Cost of the Project:** \$ \_\_\_\_\_

**Have you requested additional sources of funding?** Yes \_\_\_ No \_\_\_

**Other sources of funding, if applicable:**

**Source:** \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_ **Contingent on CPA Funding?** Yes \_\_\_ No \_\_\_

**Include commitment letters, in-kind donations, and volunteer hours, and describe any other attempts to secure funding for this project.**

**STOP HERE and please review the guidelines regarding bid documents and when they are necessary.**

1. IF your project is under \$10,000, you will need to provide two bids for each project.
2. IF your project is a building construction project for a Town of Monson property **and** the cost of your project is OVER \$10,000, YOU MUST create a written scope of work statement to solicit written responses from no less than 3 persons/companies who perform such work.
3. IF your project is a building construction project for a Town of Monson property **and** your project is OVER \$50,000, YOU MUST request sealed bids using MGL c. 30 Section 39M.
4. IF you cannot prepare a bid document, please contact one of the following companies:

Tighe & Bond, Westfield, MA  
(413) 563-1600  
Contact Form – Tighe & Bond (tighebond.com)

Fuss & O'Neill, Springfield, MA  
(413) 452-0445  
Services – Fuss & O'Neill, Inc. (fando.com)

Caoloa & Bienieck, Chicopee, MA  
(413) 594-2800  
Caola & Bieniek Architects (cbaarchitects.net)

**DO NOT order bid documents before your application is approved.** However, this is part of your application, and the cost of the documents should be included in your application.

Confused? Do you need help? Please contact the Community Preservation Committee at [monsoncommunitypreservation@gmail.com](mailto:monsoncommunitypreservation@gmail.com) with the following information:

1. How many hours of help will be necessary for you to complete your application?
2. Do you need help creating a bid document to get three similar quotes for your project? Please look at the guidance on bid documents above.
3. Do you need help determining whether your project needs design work?
4. Do you need help to complete your project?
5. Will you need someone to oversee the work so that is performed to the standards necessary for CPC grants?

These questions must be considered and answered BEFORE you apply for funding through CPC. CPC does not provide technical expertise on projects.

**Provide a line-item description and cost estimates for all components of the proposal.**

**Be prepared to discuss a best case/worst case cost estimate during CPC review. All items of expenditure must be clearly identified, and back-up documentation provided.**

**What is the schedule for project implementation, including a timeline for all critical elements?**

**Describe your motivation for recommending this project. Provide pictures if possible.**

**If ongoing maintenance is required, who will be responsible and how will it be funded?**

**How will the Town of Monson benefit if this project is successfully completed?**

**Is this project aligned with needs identified in other town plans (i.e., the Master Plan)?**

**Include any additional information that might benefit the CPC in consideration of this project.**

## **Important applicant requirements after CPC recommends project for Town Meeting**

- A representative of the project will be required to be present when CPC recommendations are reviewed at the town meeting.
- A representative of the project will be required to attend project review meetings established by the CPC.
- A representative of the project will be required to attend required Select Board and Advisory Committee meetings to assist with fielding of any additional questions concerning the project.
- Projects approved at town meetings are required to post signage supplied by the Monson CPC. Signs may be obtained by contacting the CPC Clerk at [monsonpreservationcommittee@gmail.com](mailto:monsonpreservationcommittee@gmail.com).
- All successful projects will receive a Grant Acknowledgement Form, along with a project checklist, which must be completed and adhered to throughout the duration of the project.
- All communications and publicity regarding the project must indicate that funding was provided through the efforts of the Monson CPC. The credit statement is **“This project is supported, in part, by funding from the people of Monson through the Monson Community Preservation Act.”** The logo is available at the Town of Monson website ([www.monson-ma.gov](http://www.monson-ma.gov)) under Board & Committees, Community Preservation.

**Guidelines for CPA Fund Categories are provided on the following pages.**

**Do not submit these guidelines with your application.**

1. **Open Space** – Open space is defined to include, but is not limited to, the following:

- Agricultural land
- Well fields, aquifers, recharge areas, and other watershed lands
- Grasslands, fields, or forest lands
- Fresh and saltwater marshes and other wetlands
- Ocean, river, stream, lake, and pond frontage
- Beaches, dunes, and other coastal lands
- Scenic vistas
- Land for wildlife habitat or biodiversity or nature preserves

### **Acquisition**

- Purchase land to protect water supplies such as well fields, aquifers, recharge areas, lake or reservoir frontage, and other watershed lands

### **Creation**

- Raze aging, vacant, municipally owned buildings to create an open field
- Reconstruct a road to create a median strip with grass and trees
- Rehabilitate and/or redevelop “brown fields” such as capping a landfill and converting the site to open space

### **Preservation**

- Purchase permanent conservation or agricultural preservation restrictions to protect open space or farmland from future development
- Remove invasive plant species from ponds and wetlands to protect existing open space environments and wildlife habitats from harm or injury
- Purchase of easements to protect water supplies such as well fields, aquifers, recharge areas, lake or reservoir frontage, and other watershed lands

### **Rehabilitation and Restoration**

- Restore natural areas such as wetlands or marshlands acquired using CPA funds to their original state
- Seed and plant trees and otherwise landscape an open space created by the removal of buildings on site

2. **Historic Preservation** – With respect to permissible purposes for which CPA funds may be used on historic resources, the Act requires that a participating community “... shall spend or set aside for later spending ... not less than 10 percent of the annual revenues for historic resources”. A historic resource is defined to include a building, structure, vessel, or other real property that is either:

- Listed or eligible for listing on the State Register of Historic Places, or
- Determined by the local Historic Commission to be significant in the history, archeology, architecture, or culture of the city or town.

### **Acquisition**

- Acquire a historic site or landscape
- Provide a match for federal or state grants, such as the Massachusetts Preservation Projects Fund

### **Preservation**

- Purchase a preservation easement to protect façade or other historical features
- Restore historic buildings to reverse inappropriate alterations
- Establish or expand signage or markers at historic sites
- Conduct historical or archeological surveys necessary for a preservation project or creation of a new historic district
- Restore archival documents
- Provide grants to acquire or preserve a historic property in private non-profit ownership provided that the city or town acquires a preservation restriction to protect the public’s investment

### **Rehabilitation and Restoration**

- Restore or upgrade municipal historic resources such as town halls, libraries, town commons, parks, or cemeteries
- Adaptively re-use historic sites such as the upgrade and rehabilitation of fire houses, churches, mills, police stations, town halls, or schools for community housing or another municipal use
- Capital improvements to historic resources that are necessary to comply with state building codes
- Provide new utilities and other site work necessary for a preservation project
- Mitigate environmental contamination at historic sites
- Provide ADA and MAAB accessibility at historic sites, such as elevators, ramps, restrooms, etc.
- Restore historic landscapes



### **3. Community Housing**

#### **Creation**

- Convert existing non-residential properties to community housing (schools, mills, churches, office buildings, warehouses, etc.)
- Create in-law apartments and other ancillary housing
- Acquire real property (land and/or buildings) for new housing development, both rental and homeownership
- Grant or loan funds for the creation of community housing to non-profit or for-profit parties (provided that the funds are not used by the private party to acquire a real estate interest and that the municipality establishes sufficient safeguards to ensure that the funds are used primarily for the creation of community housing and that any benefit to the private party is merely incidental). It is anticipated that many local CPA housing initiatives will utilize private non-profit or for-profit intermediaries for the creation of community housing
- Restore “brown fields” sites for housing and other mitigation of contaminated sites in preparation for housing development

#### **Preservation**

- Refinance “expiring use” properties which are at risk of going market rate
- Acquire a preservation restriction to limit the occupancy of certain units in a privately owned rental building to persons of low- or moderate- income housing

#### **Support**

- Modify existing homes, including accessibility improvements, which allow the disabled or senior citizens to live in their homes
- Provide a match for state Home Modification funds to adapt the homes of elderly and disabled town residents, including the installation of such safety measures as ramps and bars
- Assist the local housing authority to support its low-income rental properties
- Assist residents to meet homeownership costs, including grants or “soft second” loans to reduce mortgage interest rates, provide a down payment, assist with closing costs, security deposits, utility assistance, or to subsidize interest rates
- Use as a subsidy to write down interest rates for first-time homebuyer programs, such as the Massachusetts Housing Partnership’s Soft Second Program or the state’s Self-Help Program, which has specific matching requirements; this subsidy makes the Soft Second Program the most affordable mortgage in the state
- Underwrite a revolving loan fund or guarantee fund for tenants who cannot afford first month, last month, and security deposit
- Fund a housing trust or a housing authority to support a particular community housing initiative income from an endowment for local affordable housing that can be applied directly or matched with state or federal funding

- Provide matching funds under the Housing Innovations Fund with helps to build equity coops, housing for people with AIDS, etc.

### **Rehabilitation and Restoration**

- Make site improvements such as water/sewer connections, well installation, septic installation or repair, or other underground utilities associated with the creation of affordable housing
- Rehabilitate or restore existing public or private property being converted to affordable housing units in a mixed-income residential environment

As noted above, if a CPA-assisted community housing project serves individuals and families earning less than 80% of HUD's area median income, any newly created units may count toward a city's or town's Chapter 40B affordable housing inventory. If CPA funds are used in conjunction with established rental or homeownership programs, the eligibility of this housing under 40B is assured. However, innovative new programs using CPA funds will require a determination by DHCD as to whether the amount or form of funding will qualify the housing. For example, if CPA funds are used to assist a homeowner with down payments or to defray mortgage interest, that housing may not qualify for 40B unless there is a long-term affordability restriction. Similarly, rental assistance to a household (or to an owner on behalf of a resident) is not likely to qualify if such a subsidy is only a short-term arrangement with no long-term affordability.

4. **Recreation** – Recreational use is defined to include active or passive recreational use, including, but not limited to, the following:

- Community gardens
- Trails
- Non-commercial youth and adult sports
- Parks, playgrounds, and athletic fields

### **Acquisition**

- Purchase of land to create new athletic fields for non-commercial youth and adult sports
- Purchase of existing, privately owned facilities for municipal use, such as a tennis court

### **Creation**

- Convert existing structures such as a railroad bed to a recreational use such as walking, biking, or inline skating trails
- Convert an underutilized municipal lot to community gardens
- Clean up contaminated industrial sites or cap landfills to create new soccer or baseball fields or playgrounds

### **Preservation**

- Install an irrigation system at a public park to prevent the grass from drying or otherwise being harmed
- Install new drainage at an existing athletic field to prevent flooding and water damage
- Provide new drainage at an existing athletic field that has severely deteriorated; however, CPA funds cannot be used for routine maintenance or capital improvements for which municipal funding has already been committed

### **Rehabilitation and Restoration**

- Create recreational opportunities through “brown fields” rehabilitation and/or redevelopment such as capping a landfill and establishing a new outdoor park, tennis courts, or other athletic facilities on the site
- Restore unused walking trails in forest land acquired with CPA funds to usable condition
- Resurface tennis courts created on municipally owned property

**Note:** The Act prohibits CPA funds from being used to acquire, create, or preserve facilities for horse or dog racing, or land for a stadium, gymnasium, or similar structure.